

## PLEASE GIVE SPECIAL ATTENTION TO THE FOLLOWING GUIDELINES

### JUDGES:

Make sure that judges signature on affidavit/judges sheets are **legible**. If the signature is not legible, this could result in a deduction to your fair aid. Please type or print judges name next to his/her signature.

If a judge has signed an affidavit, his/her signature along with **all** the departments they judge must appear on the affidavit, or an affidavit for each individual department that they judged must be signed.

**If an affidavit is not used**, then all the judges sheet(s) must be signed by the judge.

If a judge is not registered, the area of the department he/she judged will be deducted.

If you are in question whether or not a judge is certified with the State to judge at your fair, please call our office for verification (608-224-5116) or make sure you see their registration license card. We don't want you to lose state-aid for your premiums because you are caught with a judge whom is not registered.

**Note:** Judges may register for the current fair season up to July 1st of that year.

### HORSES:

Enclosed is the Horse Exhibitor Registration form to be used when an exhibitor is showing more than 1 horse. If an exhibitor is showing in both showmanship or horsemanship and in both pleasure and halter, we will deduct premiums, as we have no idea if it is the same horse, unless you indicate to us in some way on the judges sheets or on the Horse Exhibitor Registration Form (enclosed). This has worked very good for those fairs that have made use of it.

### SUMMARY SHEET:

Totals on the Summary Sheet must end in quarters (.25, .50, .75) or whole numbers (26.00, 55.00, 77.00, etc.).

**Do not list as:** 77.42, 66.47, 54.89, etc.

If our auditing totals do not correspond to your totals, we will adjust these to the correct totals which will also change your Grand Totals for the Fair.

If you realize that there is not state-aid for a certain class in a department, list the department, class and amount on the back of the Summary Sheet so it isn't deducted twice. (Once by you and once by the auditor.)